

# THE GOVERNING BODY OF JOHN BALL SCHOOL



## Minutes of a meeting held at the school on Tuesday 15 July 2014 at 7pm

### Present

Nathaniel Appiyah, Ian Blight, Matthew Fields, Beverley Hards, Kate Jenkins, Cassey Kiely, Sandrine Marionville- Jaines, Kathy Moss, Erica Pienaar (Chair), Michael Roach (Executive Head teacher), Tom Weddell, and Linda Yue (Vice-Chair)

### Also present

Julia McCrossen, (Head of School)  
Sue Bishop (Clerk)

### 1. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies for absence were received with consent from Angela East and Jocelyn Shaw. There were no declarations of conflicts or pecuniary interests.

### 2. TO AGREE THE BUSINESS FOR THE MEETING

The business was agreed as set out on the agenda.

### 3. MINUTES OF THE LAST MEETING & MATTERS ARISING

#### a) To approve the minutes of the meeting held on 29 April 2014

**RESOLVED** that the minutes of the meeting held on 29.4.14 be agreed and signed.

#### b) Matters Arising - None

### 4. GOVERNANCE AND THE STRUCTURE OF THE GOVERNING BODY

#### a) Ends of terms of office

The following were noted:

Name	Category	Term ends on:
Matthew Fields	Parent	7.12.14
Kate Jenkins	Parent	7.12.14
Kathy Moss	Parent	7.12.14
Linda Yue	Parent	7.12.14

The four parent governors were asked to let the Chair know if they would be interested in standing for re-election.

#### b) Vacancies

It was noted that there were currently two local authority vacancies.

#### c) Skills audit

The Head of School circulated a summary of the results of the skills audit conducted following the last meeting (see also item d) below) but emphasised that some forms were still outstanding. It was noted that some skills were attributed to governors whose term of office would end in the autumn term.

#### d) Reconstitution of governing body

The Clerk advised that recent changes to the regulations and guidance governing the constitution of governing bodies in maintained schools and federations in England include a requirement that all governing bodies which have not already reconstituted under the School Governance

(Constitution) (England) Regulations 2012 must do so by September 2015. Guidance from the DfE is available on <https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools>

It was noted that the DfE has for some years been advocating smaller governing bodies that have the necessary skills among their members to carry out their roles and responsibilities. Much of what is in the DfE guidance is not new, but the difference is that from 1st September 2015 all vacancies must be considered on the basis that candidates have the necessary skills required to contribute to the effective governance and success of the school.

The governing body must not be smaller than seven members, and must include:

- at least two parent governors;
- the headteacher unless the headteacher resigns as a governor;
- one, and only one, staff governor;
- one, and only one, local authority governor; and

The governing body may appoint as many additional co-opted governors as they consider necessary. However, the number of co-opted governors who are eligible to be elected or appointed as staff governors under Schedule 2 must not, when counted with the one staff governor and the headteacher, exceed one-third of the total membership of the governing body.

**RESOLVED** that a working group be established comprising the Executive Headteacher and Head of School, and the Chair and Vice-Chair, to look at different models for the future size and shape of the governing body, and to submit options to the meeting on 27.1.15.

## **5. EXECUTIVE HEADTEACHER'S REPORT**

The executive Headteacher's report had been circulated along with a copy of the school improvement plan for 2014/15 and the school achievement review report for the summer term 2014.

Governors asked a range of questions and the following points were made:

### Attendance

Attendance had reached an all-time high for the school of 97.1%.

### SEN

The Inclusion Quality Mark has been achieved.

### Staffing

The school would be fully staffed for the autumn term. Governors asked that a letter be sent to Dimity Dawson thanking her for 33 years of service.

### SAR

The Executive Headteacher agreed to email the data sheet for summer 2014 to all governors to be read in conjunction with the summer term SAR. He highlighted the key results which governors agreed were phenomenal and requested that the staff be congratulated on this achievement. Governors were particularly pleased to hear that as well as focussing on the achievement of different years and groups, staff also had a detailed knowledge and interest in the support needed by each individual child to help them to move forward.

### LAC/ FSM/ pupil premium

It was noted that the local authority had appointed a virtual headteacher for looked after children to track their progress and advocate on their behalf. Governors discussed the need to continue to track gifted and talented children when they move on to secondary school. It was noted that FSM children would also include children from a wider equality remit such as gender, class, and ethnicity who may not have the support they need at home. It was agreed that a report be submitted to the next meeting on the possible establishment of a champion for these children to enable governors to become familiar with the school's FSM population.

Racist incidents - There had been no racist incidents since the last meeting.

#### Bullying incidents

There had been two bullying incidents since the last meeting, one in year 4, and one in year 6.

#### Staff appraisals

As the final data does not come in until the second week of July, it is not possible to fit all reviews in by the end of term. Annual appraisals would therefore be carried out in September and new targets set. However, governors were assured that, as appraisal is an on-going process throughout the year, it was expected that if there were any concerns they would already have been identified.

#### **School Improvement Plan**

It was noted that this was a first draft and that resourcing strategies for all the targets would need to be developed. Four of the seven targets were shared targets across the partnership. The following comments were made:

Target 1 – meetings to be held with the builders to lever off any learning points

Target 5 – Torricon governors to be invited to John Ball governors' days and vice versa

Target 7 – the refreshed behaviour and anti-bullying policy to be submitted to the meeting on 27.1.15

#### **6. PROPOSED EXPANSION TO 3FE**

The Executive Head teacher reported that the project was on track and works were scheduled to start on 23 July 2014. Governors asked what arrangements were in place to ensure effective communications with the building company and were advised that relationships with all the partners were working well and that the communications strategy was sound.

#### **7. PARTNERSHIP WITH TORRICON JUNIOR SCHOOL**

The Executive Head teacher reported that the partnership had made a positive start and there was already good synergy between the schools, although their communities were quite different. Deputy headship appointments had been made and both schools were well placed for the autumn term. Governors from John Ball had spent a useful day at Torricon and there would be reciprocal arrangements for Torricon governors to visit John Ball.

#### **8. SAFEGUARDING**

The annual safeguarding report had been circulated and was received.

#### **9. RATIFICATION OF POLICIES**

##### **a) Home / school agreement**

A first draft of the new home/school agreement was circulated and governors were asked to send comments to Linda Yue, Chair of the Working Group, by the second week of September, so that parents and carers could then be consulted.

##### **b) Safeguarding/ child protection**

The draft policy had been enclosed with the agenda. In respect of paragraph 4.5, governors asked if all training was up to date and this was confirmed. In respect of paragraph 8.5, it was agreed that a separate email address for the Chair of governors be set up to ensure confidentiality.

**RESOLVED** that subject to the new email address for the Chair being inserted, the draft child protection and safeguarding policy be approved.

##### **c) Data Protection policy and Information Security policy**

Both these policies had been circulated and the Executive Headteacher explained that they had been drafted by the local authority under a service level agreement.

**RESOLVED** that the data protection and information security policies be approved.

##### **d) Complaints policy**

Governors noted that this policy was being revised to take account of advice from Jocelyn Shaw, and also the new leadership structure, and would be circulated to governors for comments.

**e) Governing Body policy / terms of reference - Governors' terms of reference**

It was noted that this would be circulated for consideration and approval to the next meeting.

**10. COMMITTEES, WORKING GROUPS AND LINK GOVERNORS**

**a) Any points for discussion from committees**

- Personnel Committee – no matters reported
- Co-ordinating and Finance Committee – The minutes of the meeting held on 24.6.14 were received.

**b) Reports from working groups**

To receive a report on the replacement of levels from the cross partnership working group (see minute 6 of last meeting)

This meeting had not yet taken place.

**c) Teacher appraisal appeal panel**

**RESOLVED** that a panel comprising all governors except staff governors be established from which members could be drawn to hear teacher appraisal appeals.

**d) Training, meetings attended, or other activities**

It was noted that all governors had attended safeguarding training at Torridon school. The Chair asked all governors to notify her of any future training attended so that a training record could be established.

**11. DATE AND TIME OF MEETINGS FOR NEXT ACADEMIC YEAR**

**RESOLVED** that the following proposed be agreed for the next academic year:

Tuesday 21 October 2014

Tuesday 27 January 2015

Tuesday 28 April 2015

Tuesday 14 July 2015

**12. ANY OTHER BUSINESS**

**12.1 Performance Management**

The Chair advised that revised arrangements needed to be made for the performance management of the Executive Headteacher to review performance at John Ball over the last year, and then, taking account of the partnership with Torridon school, to set strategic objectives across the partnership for the next academic year. Two meetings would therefore be needed but would be held on the same day.

**RESOLVED** that, subject to the agreement of Torridon school, a new performance management Committee be established comprising, from each school, the Chair of the governing body and one other governor, ideally the chair of the Resources Committee, plus the external adviser.

**12.2 Dame Erica Pienaar DBE**

Governors were delighted to congratulate the Chair on being made a Dame in the Queen's Birthday Honours list 2014 in recognition of her services to education.

**12.3 Thanks to staff**

Governors asked the Executive Headteacher to congratulate the staff on the school's extraordinary achievements over the course of the last year.

They also thanked the Clerk for her support to the governing body over the last two years and noted that a new clerk would be taking over from her in the autumn term.

The meeting ended at 9.05pm.

Chair \_\_\_\_\_

Date: 21 October 2014